

Abbreviated guidelines for submission of DHET Subsidy earning Books / chapters in books.

Department of Higher Education and Training (DHET) establishes for each reporting year an evaluation panel of Senior Professionals (DVC's/Deans of Research and other professionals) from the higher education community, to evaluate books submitted by institutions.

Scholarly Books are defined as follows:

- a. An **extensive and in-depth scholarly** treatment of a topic by one of more scholars, largely comprising significant and **original (own) research**, embedded in relevant literature.
- b. An **extensive and in-depth scholarly exposition** by one or more scholars of the available literature on a topic, from a position of demonstrable authority, which makes a significant conceptual or empirical synthesis that advances scholarship.
- c. A **collected work**, assembled by one or more (usually many) scholars in a field or group of related fields, which, as a planned group of individually peer-reviewed chapters by appropriately qualified authors, generates a new conceptual synthesis that advances scholarship, and
- d. A **collective work**, assembled by one or more (usually many) scholars in several related fields, in which the individual authors have noted and reviewed each other's chapters and adapted their contributions to generate a new conceptual synthesis that significantly advances scholarship.

Important aspects to note relating to submission of books and chapters in books: (Submitted to DHET, through the Research Office)

1. PDF / E-version copy of whole books must be submitted, even when claiming for a chapter in the book. Where whole books are not available the claiming chapter may be submitted. The following must be included with the claiming chapter:
 - Page showing title of the book.
 - Page confirming ISBN; Publication year; Editor(s); Publisher (etc.)
 - Table of Contents
 - Contributors page or page showing author affiliation to the claiming institution.
2. Evidence of Publisher's Peer Review
 - Each publication must be accompanied by a detailed statement from the publisher, describing the full process of peer-review, **prior**, the book / manuscript being accepted for publication.
 - DHET does not accept generic statements of peer review from publishers.
 - Supporting evidence of the publisher's peer review process is required (signed letter from the publisher).
 - Where evidence of Peer Review for a book publication comes from the editor of the book, please request additional peer review process from the publisher. DHET policy, is that the peer review process is rigorous and "blind".

Examples: DHET Peer Review Rejection following Review (extracted from the DHET report/feedback)

- ***"The justification submission does not indicate why this is not a 'Handbook' and the scholarly contribution is detailed, the target audience, etc. Most importantly, the letter from the publisher indicates that the chapters were peer-reviewed by the editors and not an independent peer review process".***

- *Some of the contributing chapters are by the editor of the book. This creates bias even though the commissioning editor states that independent reviewers were used.*
- *Authors need to provide proof of the review process not only a generic letter from the editor stating the review process was carried out.*
 - ✓ *The unsigned or unstamped Peer Review from the editor, creates suspicion.*
 - ✓ *there is no letter head, suggesting that anyone could have drafted the letter.*
- *Review letter from co-editors and not from publisher.*
- *The peer-review process is rather weak, especially since the editor is under no obligation to accept reviewer recommendations.*

3. Research Justification

- Written justification (maximum 500 words) signed by the author of the book / chapter, or the general editor (in the case of an edited book with several chapters from various contributors) explaining the contribution that the book makes to scholarship.
- This justification should not be an abstract on the contents or preface of the book, but should, rather, describe the methodology used as well as the unique contribution made to knowledge production. It should be clear that the book or chapter against which subsidy is being claimed disseminates original research and new developments within the specific discipline."

4. Letter of motivation for late submissions

5. English Summary (if a book/chapter is published in a language other than English)

6. In the case of 2nd or later editions being submitted for subsidy, clear evidence of new research must be provided. It is necessary that at least 50% of the publication being claimed must be new research. This must be accompanied with a statement from the institution's evaluation committee.

DHET's criteria for subsidy earning books:

- a) The purpose of the book must be to disseminate **original research** and **new developments** within specific disciplines, sub-disciplines, or field of study.
- b) The book must be peer-reviewed as a research output. Supporting evidence of the publisher's peer review process is required. Where evidence of Peer Review for a book publication comes from the editor, please request additional peer review process from the publisher. DHET policy, is that the peer review process is rigorous and "blind".
- c) The book must have an International Serial Book Number (ISBN)
- d) Books published on-line must have an e-ISBN.
- e) The length of the book must be a minimum of 60 pages, excluding:
 - references
 - bibliography
 - index and
 - appendices
- f) The target audience of the book must be specialists in the relevant field.
- g) If the book is published in a language other than English, the author must submit a summary of the entire book in English (minimum 1 page). Similarly, any supporting evidence or documentation must also be provided in English.
- h) Conference papers published in the book of proceedings are published proceedings and must not to treated as chapters in books or whole books.

Books not subsidised:

a) Dissertation and Theses

- Dissertation and Theses that have been converted into books / chapters must be clearly identified as such and there must be substantial evidence of substantial re-working and additional research carried out.
- Evidence of >50% reworking of the thesis must be provided with every claim.
- Evidence of peer review (not supervisor's report) for such publications is a requirement.

b) Textbooks, Professional Handbooks and Study Guides

c) Reference books, Dictionaries and Encyclopaedias

d) Reports forming part of a contract and other commissioned work.

e) Works of fiction

f) Introduction and conclusion (unless the entire book, as a unit, is being submitted for subsidy claim).

g) Length of book <60 pages, excluding

- references
- bibliography
- index and
- appendices

References:

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